


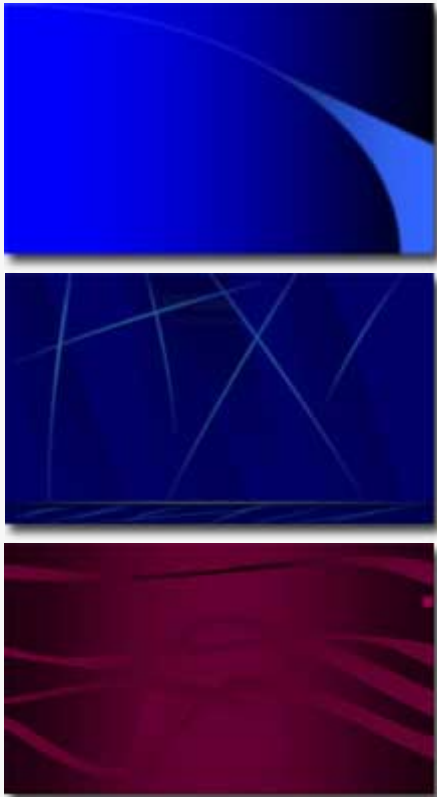
DESIGNING POWERPOINT SLIDES FOR HORIZON WIMBA

When you use PowerPoint slides in Horizon Wimba, please keep in mind that each slide in your .ppt file is converted to a GIF image, meaning any transitions or animations you design will not be available when viewing your slides. We recommend designing your PowerPoint slides to yield GIF images with small file sizes, which will load quickly for all users, regardless of their Internet connection speed. In order to keep the file sizes manageable, we recommend following these guidelines when designing your PowerPoint slides:

- Choose a solid color or a very simple design for the slide background. Please review some examples of "good" and "bad" PowerPoint background designs below.
- Avoid using gradient fills.
- Keep the number of different colors used to a minimum.
- Reduce the number/size of any high-quality pictures you include on your slide

Please keep in mind that any animations, transitions, and embedded audio/video clips will not be preserved when your .ppt file is uploaded to Horizon Wimba.

Furthermore, you may choose to resize your PowerPoint slides to 9.7in width x 4.51in height, before adding them to Horizon Wimba. These dimensions will change the slides to a more rectangular shape, which will best fit the Content Frame of the interface. Note that most presenters decide to keep the default PowerPoint dimensions of their slides.

| RECOMMENDED POWERPOINT BACKGROUNDS | POWERPOINT BACKGROUNDS TO AVOID |
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